REMOVING SUPPRESS DDP ADVICE PRINT CHECKMARK

If an employee requests a printed DDP Advice vs. viewing or printing it online themselves, use the following navigation to remove the Suppress DDP Advice Print checkmark: Home>Payroll for North America>Employee Pay Data USA>Request Direct Deposit.

On the following screen enter the empl id or employee's name and click on 'Search'.

On the following screen click on the top '+' box to add an effective dated row. Effective date the row the first of the month, then uncheck the 'Suppress DDP Advice Print' box, and click on 'Save'.